



# 10.26 EXPEDITED BUILDING PERMIT APPLICATION

## for conforming residential development

### WHO MAY USE THIS EXPEDITED APPLICATION?


You may complete this expedited form to obtain a LURC permit for the following residential development activities:

- Construct a new principal structure on a parcel that is part of a LURC authorized subdivision
- Construct a new accessory structure, such as a shed or deck
- Reconstruct a principal structure or an accessory structure
- Add on to (expand) or relocate a principal structure or an accessory structure (including enclosing a deck or porch)
- Enclose or partially enclose a deck or a porch
- Add a permanent foundation beneath a structure
- Change the authorized dimensions or setback requirements of a previously permitted structure
- Transfer ownership of a LURC permit issued to a previous land owner or lessee
- Install a new sewage disposal system, or expand an existing sewage disposal system

In order to use this form, your proposal must also meet all of the following requirements:


- Conformity to LURC's dimensional requirements: Your property must meet LURC's minimum lot size, road frontage, and water body frontage requirements. Your proposed structures must meet LURC's minimum road, water body and property line setback requirements and LURC's maximum building height requirement.
- LURC zoning: Your proposed development will be located in the following subdistricts (locate your property on a LURC Land Use Guidance Map to determine the zoning): D-GN, D-GN2, D-GN3, D-RS, D-RS2, D-RS3, M-GN, P-GP, or P-SL.
- Wetland alteration: Your proposal will not alter any land that is a mapped P-WL subdistrict or any ground below the normal high water mark of a lake, pond, river, stream, or intertidal area.
- Alteration of more than an acre: Your proposal will not alter more than an acre of land area.
- Flood zoning: You are not proposing first-time development or making substantial improvements to any existing development within a mapped FEMA floodplain.

If you do not meet the above requirements, you may submit LURC's standard application form instead. Contact the LURC office serving your area (see below) to obtain a copy of this form.

 **Alteration** means removing or displacing soil, sand, vegetation or other materials; dredging; bulldozing; draining or dewatering; filling; or any other construction, repair or alteration of any permanent structure.

### WHERE CAN I GET HELP TO COMPLETE THIS FORM?

Call the LURC regional office that serves your area and ask to speak to one of our regional representatives (see below for office locations and contact information). Also, visit our web site at [www.maine.gov/doc/lurc](http://www.maine.gov/doc/lurc) to browse through our rules and regulations, recent publications and newsletters, Commission meeting agendas, and other valuable information.

 Your application may be returned if it is incomplete! Contact the LURC office that serves your area if you need help with this application.

### MAILING YOUR APPLICATION.

Fill out page 1 of the application form. Mail the entire application form (including the originals and copies of the form) and the required attachments (including the appropriate application fee and exhibits – see instructions on page ii) to the LURC office that serves your area.

<p><b>Augusta Office</b> <i>Main LURC Office</i></p> <p>18 Elkins Lane - Harlow Bldg. Tel. (207) 287-2631 22 State House Station TTY (207) 287-2213 Augusta, ME 04333-0022 FAX (207) 287-7439</p>	<p><b>Ashland Office</b> <i>Serving Aroostook County northwest of I-95</i></p> <p>45 Radar Road Tel. (207) 435-7963 Ashland, ME 04732-3600 FAX (207) 435-7184</p>	
<p><b>Cherryfield Office</b> <i>Serving Hancock and Washington Counties and Coastal Islands in LURC Jurisdiction</i></p> <p>7 Campbell Hill Tel. (207) 546-4405 P.O. Box 269 FAX (207) 546-2799 Cherryfield, ME 04622</p>	<p><b>East Millinocket Office</b> <i>Serving Penobscot, Southern Aroostook, and portions of Piscataquis Counties</i></p> <p>191 Main Street Tel. (207) 746-2244 East Millinocket, ME 04430 FAX (207) 512-1003</p>	
<p><b>Greenville Office</b> <i>Serving Piscataquis and Somerset Counties</i></p> <p>43 Lakeview Street Tel. (207) 695-2466 P.O. Box 1107 FAX (207) 695-2380 Greenville, ME 04441</p>	<p><b>Rangeley Office</b> <i>Serving Franklin and Oxford Counties</i></p> <p>2352 Main Street Tel. (207) 864-5064 P.O. Box 887 FAX (207) 512-1004 Rangeley, ME 04970</p>	

**THIS FORM IS NOT A VALID PERMIT UNTIL IT IS SIGNED BY AN AUTHORIZED LURC REPRESENTATIVE.**

NO CONSTRUCTION ACTIVITIES MAY BEGIN PRIOR TO YOUR RECEIPT OF A PERMIT SIGNED BY LURC.  
LURC MAY REQUIRE ADDITIONAL INFORMATION NOT ENCOMPASSED IN THIS APPLICATION.

# Instructions

## 1. APPLICANT INFORMATION

Print the legal names and mailing addresses of all persons or companies with right, title or interest in the property associated with this application. Persons with "right, title or interest" are those listed on any deed, lease or sales contract for the property.

## 2. PROJECT LOCATION AND PROPERTY DETAILS


**Tax Plan and Lot Numbers.** The tax plan and lot numbers are listed on your property tax bill.

**Book/Page Numbers or Lease Lot Numbers.** The book and page numbers are listed on your deed. Check your lease or ask your lessor whether a unique lease lot number has been assigned to your property.

**Lot Coverage.** Calculate the area of your property that will be covered by structures, driveways, sidewalks, and other impervious surfaces after your proposed activities are completed. Include all existing and proposed structures and features on your lot.

**Zoning.** Locate your property on a LURC Land Use Guidance Map and identify all the subdistricts covering your lot. For instance, the circled area on this map includes two subdistricts: M-GN and D-RS.

**Road and Water Frontage.** Measure road frontage along the traveled portion of the road, between the points of intersection of side property lines and the road. Measure water frontage in a straight line between the points of intersection of side property lines and the normal high water mark of the shoreline.

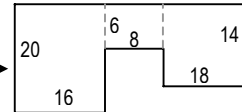
 If you lease your property, contact your lessor before submitting this application to LURC. You may need to get written permission from the lessor for your proposal first.



## 3. EXISTING STRUCTURES

**Types of structures** include a house, camp, garage, bunkhouse, porch, shed, etc. For each structure that exists on your property, fill out the appropriate information in the table.


**Exterior Dimensions:** Calculate the dimensions (length, width and height) of each structure along its exterior surfaces. Measure the height of the structure from the peak of the roof (excluding chimneys or antennae) to the lowest point of the structure at grade along the downhill side (such as the floor of a daylight basement). If the structure is irregularly shaped, write in its detailed dimensions. For example, a structure that is 24 feet high and is shaped like this ...



... would have these dimensions: 16x20x24; 6x8x24; 14x18x24.

**Type of Foundation:** Describe the type of foundation that supports the structure. Types of foundations include full foundations, basements, frost walls, slabs, posts, sono tubes, etc.

**Setback Distances:** All setback distances should be measured horizontally. Road setbacks should be measured as the distance from the edge of the pavement or traveled way to the nearest portion of the structure. Property line setbacks should be measured as the distance from the property boundary line to the nearest portion of the structure. Setbacks from lakes, ponds, rivers, streams and wetlands should be measured as the distance from the normal high water mark to the nearest portion of the structure.

 The **normal high water mark** is the line on the shores and banks of non-tidal waters which is identifiable by the different character of the soil or vegetation due to the influence of surface water. This mark is not necessarily the water line! Call LURC if you need help identifying this mark.

## 4. PROPOSED ACTIVITIES

Check the appropriate box or boxes to describe your proposal. For each structure that you are proposing to build or alter, fill out the appropriate information in the table. Instructions for calculating exterior dimensions and setback distances are listed in Question 3 above.

**New structure:** Check this box if you plan to build a new principal structure or a new accessory structure.

**Reconstruct:** Check this box if you plan to reconstruct an existing structure or if you plan to reconstruct a deck attached to an existing structure, and answer the questions below the table. Reconstruction is the rebuilding of a structure after more than 50% of its structural components (including walls, roof or foundation) has been destroyed, damaged, demolished or removed. Leaving one or two walls or the floor of a structure in place while rebuilding the remainder of the structure is considered a reconstruction.

**Expand:** Check this box if you plan to enlarge or add on to an existing structure or if you plan to increase a structure's height.

**Relocate:** Check this box if you plan to move an existing structure to another place on your lot.

**Enclose deck or porch:** Check this box if you plan to enclose an existing deck or porch.


**Permanent foundation:** Check this box if you plan to add a permanent foundation beneath a structure, and answer the questions below the table. Permanent foundations are any supporting substructures that extend below the frost line or permanently withstand freeze-thaw conditions (such as full foundations, basements, slabs, frost walls). Sono tubes or posts installed with augers are not permanent foundations.

**Change setbacks or dimensions:** Check this box if you wish to change setbacks or dimensions of a structure that was approved by LURC under a valid (not expired) permit.

**Other:** Check this box if you wish to make any other changes to a structure, and answer the question below the table.

## 5. VEGETATION CLEARING, FILLING AND GRADING

If you will be clearing any vegetation, filling or grading as part of your proposal, identify the total size of the cleared or filled/graded area and the distances between the edge of the area and the nearest road, property line, lake or pond, river or stream, and wetland.

 LURC regulates the type and amount of trees, shrubs, groundcovers and other vegetation that may be removed as well as the amount of filling and grading that may occur, especially within 100 feet of lakes and rivers, 75 feet of small ponds and streams, and 50 feet of public roads. Call LURC if you need help determining how much you may clear, fill or grade on your lot.

## 6. CERTIFICATION AND APPLICANT SIGNATURES

All persons listed on the deed, lease or sales contract as owners or lessees of the property must read the statement and sign the form.

**10.26 Expedited Permit**

Tracking No.

Permit No.

**1. APPLICANT INFORMATION***for conforming residential development*

Applicant Name(s)	Daytime Phone	FAX	E-mail
Mailing Address			

**2. PROJECT LOCATION AND PROPERTY DETAILS**

Township, Town or Plantation	County	Tax Plan and Lot Numbers (check tax bill)	Book/Page or Lease Numbers (check deed or lease)
Lot size (in acres, or in square feet if less than 1 acre)	Lot coverage (in square feet)	Zoning (check LURC zoning map - list all subdistricts covering your property)	
Road frontage. List the name and frontage (in feet) for any roads, camp roads, or other rights-of-way adjacent to your lot:		Water frontage. List the name and frontage (in feet) for any lakes, ponds, rivers, streams, or other waters on or adjacent to your lot:	

**3. EXISTING STRUCTURES**

Are there any structures on your property? If yes, fill in a line on the table for each existing structure. ☐ Yes ☐ No

Type of structure (dwelling, garage, deck, porch, shed, driveway, etc.)	Year built	Exterior dimensions (LxWxH)	Type of Foundation (full basement, slab, post, etc.)	Distance (in feet) of structure from nearest:					
				Road	Property line	Lake or pond	River or stream	Wetland	

**4. PROPOSED ACTIVITIES**

☐ Transfer of ownership. Provide the name of the previous owner or lessee of your property: \_\_\_\_\_

☐ Installation of a new sewage disposal system, or expansion of an existing sewage disposal system.

☐ New construction, reconstruction of existing structures, or changes to previously permitted structures. Fill in a line on the table below for each structure:

Type of structure (dwelling, garage, deck, porch, shed, driveway, etc.)	Proposal (check all that apply)								Exterior dimensions (LxWxH)	Distance (in feet) of structure from nearest:				
	New structure	Reconstruct	Expand	Relocate	Enclose deck/porch	Permanent foundation	Change dimensions or setbacks	Other *		Road	Property line	Lake or pond	River or stream	Wetland
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

\* Other. If you selected "Other" from the table above, describe in detail what you are proposing: \_\_\_\_\_

**5. VEGETATION CLEARING, FILLING AND GRADING** (If your project will involve any vegetation clearing or filling & grading, fill in this table)

Cleared area	Total size (in sq. ft.) of cleared/filled area:	Distance (in feet) between edge of cleared/filled area and the nearest:				
		Road	Property line	Lake or pond	River or stream	Wetland
Filled or graded area						

**6. CERTIFICATION AND APPLICANT SIGNATURES** (all persons listed on the deed, lease or sales contract must sign below)

*I have personally examined the information submitted in this application, including the accompanying exhibits, and to the best of my knowledge and belief, this application is true and accurate I certify that the above described activities will be completed in accordance with the Commission's permit conditions and applicable standards. I understand that activities carried out in violation of any conditions or standards are subject to enforcement action.*

Applicant Signatures

Date

**LURC AUTHORIZATION** (for office use)

Based upon the information supplied by the applicant in this form and the attached exhibits, the staff concludes that, if carried out in compliance with the conditions of approval on page 2 of this authorization form, the proposal will meet the criteria for approval, 12 M.R.S.A. §685-B(4) of the Commission's statutes and the provisions of the Commission's Land Use Districts and Standards (Chapter 10).

LURC Authorized Signature

Effective Date

## CONDITIONS OF APPROVAL

1. Construction activities authorized in this permit must be substantially started within 2 years and substantially completed within 5 years of the effective date of this permit. If such construction activities are not started and completed within this time limitation, this permit shall lapse and no activities shall then occur unless and until a new permit has been granted by the Commission.
2. Structures authorized under this permit, filled and graded areas and cleared openings created as part of construction activities authorized under this permit must be located at least:
  - 75 feet from the traveled portion of the following state routes: 1, 2, 2A, 4, 9, 27, 163, 201, 161 from Caribou to Fort Kent, Route 157 in TA R7 WELS, and Route 6 in Orneville Township; 20 feet from the traveled portion of roads on coastal islands; and 50 feet from the traveled portion of all other roadways; and
  - 15 feet from all property boundary lines; and
  - 100 feet from the nearest shoreline of flowing water draining 50 square miles or more and any body of standing water 10 acres or greater in size; and
  - 75 feet from the nearest shoreline of flowing water draining less than 50 square miles, any body of standing water less than 10 acres in size, tidal waters, and from the upland edge of wetlands designated as P-WL1 subdistricts.
3. Structures authorized under this permit must be no higher than 30 feet, or no higher than the building height listed in Question 4 of this permit application, whichever is greater. In no case shall structures be higher than 75 feet.
4. Structures authorized under this permit must not be sited on a ridge or knoll such that they are visible above the tree line from any water body. All authorized structures must be located, designed and landscaped to reasonably minimize their visual impact on the surrounding area, particularly when viewed from existing roadways or shorelines.
5. Cleared openings created as part of construction activities authorized under this permit must be effectively stabilized and revegetated.
6. All imported fill material must be free of hazardous or toxic materials and must not contain debris, trash, or rubbish.
7. Upon completion of the authorized structures within the terms of this permit, any existing structures to be removed from the lot and other construction debris must be disposed of in a proper manner, in compliance with applicable state and federal solid waste laws and rules.
8. Soil disturbance must not occur when the ground is frozen or saturated.
9. Topsoil must not be removed from the site except for that necessary for construction activities authorized in this permit. Topsoil must be stockpiled at least 100 feet from any water body.
10. Temporary and permanent sedimentation control measures must be implemented to effectively stabilize all areas of disturbed soil and to catch sediment from runoff water before it leaves the construction site so that sediment does not enter water bodies, drainage systems, water crossings, wetlands or adjacent properties. Once in place, such measures shall be maintained to ensure proper functioning. Effective, temporary stabilization of all disturbed and stockpiled soil must be completed at the end of each work day.
11. All temporary sedimentation and erosion control devices must be removed after construction activity has ceased and a cover of healthy vegetation has established itself or other appropriate permanent control measures have been effectively implemented. Permanent soil stabilization shall be completed within one week of inactivity or completion of construction.
12. All exterior lighting must be located and installed so as to illuminate only the target area to the extent possible. Exterior lighting must not produce a strong, dazzling light or reflection beyond lot lines onto neighboring properties, water bodies, or roadway so as to impair driver vision or to create nuisance conditions.
13. The scenic character and healthful condition of the area covered under this permit must be maintained. The area must be kept free of litter, trash, junk cars and other vehicles, and any other materials that may constitute a hazardous or nuisance condition.
14. If the permittee holds interest in this parcel of land via a sales contract or other binding agreement, the permittee shall submit a copy of the deed transferring title of this parcel to the Commission upon final execution of such deed.
15. Once construction is complete, the permittee shall submit a self-certification form, notifying the Commission that all conditions of approval of this permit have been met. The permittee shall submit all information requested by the Commission demonstrating compliance with the terms of this permit.
16. All conditions of previously issued Commission permits shall remain in effect, except as specifically modified by this permit. For parcels that are part of a Commission-approved subdivision, all conditions of the subdivision permit as they pertain to the permittee's parcel shall remain in effect.

This permit is approved only upon the above stated conditions and remains valid only if the permittee complies with all of these conditions. Any person aggrieved by this decision of the staff may, within 30 days, request that the Commission review the decision.

**10.26 Expedited Permit**

Tracking No.

Permit No.

*for conforming residential development***1. APPLICANT INFORMATION**

Applicant Name(s)	Daytime Phone	FAX	E-mail
Mailing Address			

**2. PROJECT LOCATION AND PROPERTY DETAILS**

Township, Town or Plantation	County	Tax Plan and Lot Numbers (check tax bill)	Book/Page or Lease Numbers (check deed or lease)
Lot size (in acres, or in square feet if less than 1 acre)	Lot coverage (in square feet)	Zoning (check LURC zoning map - list all subdistricts covering your property)	
Road frontage. List the name and frontage (in feet) for any roads, camp roads, or other rights-of-way adjacent to your lot:		Water frontage. List the name and frontage (in feet) for any lakes, ponds, rivers, streams, or other waters on or adjacent to your lot:	

**3. EXISTING STRUCTURES**

Are there any structures on your property? If yes, fill in a line on the table for each existing structure. ☐ Yes ☐ No

Type of structure (dwelling, garage, deck, porch, shed, driveway, etc.)	Year built	Exterior dimensions (LxWxH)	Type of Foundation (full basement, slab, post, etc.)	Distance (in feet) of structure from nearest:					
				Road	Property line	Lake or pond	River or stream	Wetland	

**4. PROPOSED ACTIVITIES**

☐ Transfer of ownership. Provide the name of the previous owner or lessee of your property: \_\_\_\_\_

☐ Installation of a new sewage disposal system, or expansion of an existing sewage disposal system.

☐ New construction, reconstruction of existing structures, or changes to previously permitted structures. Fill in a line on the table for each structure:

Type of structure (dwelling, garage, deck, porch, shed, driveway, etc.)	Proposal (check all that apply)								Exterior dimensions (LxWxH)	Distance (in feet) of structure from nearest:					
	New structure	Reconstruct	Expand	Relocate	Enclose deck/porch	Permanent foundation	Change dimensions or setbacks	Other *		Road	Property line	Lake or pond	River or stream	Wetland	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

\* Other. If you selected "Other" from the table above, describe in detail what you are proposing: \_\_\_\_\_

**5. VEGETATION CLEARING, FILLING AND GRADING** (If your project will involve any vegetation clearing or filling & grading, fill in this table)

	Total size (in sq. ft.) of cleared/filled area:	Distance (in feet) between edge of cleared/filled area and the nearest:				
		Road	Property line	Lake or pond	River or stream	Wetland
Cleared area						
Filled or graded area						

**6. CERTIFICATION AND APPLICANT SIGNATURES** (all persons listed on the deed, lease or sales contract must sign below)

*I have personally examined the information submitted in this application, including the accompanying exhibits, and to the best of my knowledge and belief, this application is true and accurate I certify that the above described activities will be completed in accordance with the Commission's permit conditions and applicable standards. I understand that activities carried out in violation of any conditions or standards are subject to enforcement action.*

Applicant Signatures

Date

**LURC AUTHORIZATION** (for office use)

Based upon the information supplied by the applicant in this form and the attached exhibits, the staff concludes that, if carried out in compliance with the conditions of approval on page 2 of this authorization form, the proposal will meet the criteria for approval, 12 M.R.S.A. §685-B(4) of the Commission's statutes and the provisions of the Commission's Land Use Districts and Standards (Chapter 10).

LURC Authorized Signature

Effective Date

## CONDITIONS OF APPROVAL

1. Construction activities authorized in this permit must be substantially started within 2 years and substantially completed within 5 years of the effective date of this permit. If such construction activities are not started and completed within this time limitation, this permit shall lapse and no activities shall then occur unless and until a new permit has been granted by the Commission.
2. Structures authorized under this permit, filled and graded areas and cleared openings created as part of construction activities authorized under this permit must be located at least:
  - 75 feet from the traveled portion of the following state routes: 1, 2, 2A, 4, 9, 27, 163, 201, 161 from Caribou to Fort Kent, Route 157 in TA R7 WELS, and Route 6 in Orneville Township; 20 feet from the traveled portion of roads on coastal islands; and 50 feet from the traveled portion of all other roadways; and
  - 15 feet from all property boundary lines; and
  - 100 feet from the nearest shoreline of flowing water draining 50 square miles or more and any body of standing water 10 acres or greater in size; and
  - 75 feet from the nearest shoreline of flowing water draining less than 50 square miles, any body of standing water less than 10 acres in size, tidal waters, and from the upland edge of wetlands designated as P-WL1 subdistricts.
3. Structures authorized under this permit must be no higher than 30 feet, or no higher than the building height listed in Question 4 of this permit application, whichever is greater. In no case shall structures be higher than 75 feet.
4. Structures authorized under this permit must not be sited on a ridge or knoll such that they are visible above the tree line from any water body. All authorized structures must be located, designed and landscaped to reasonably minimize their visual impact on the surrounding area, particularly when viewed from existing roadways or shorelines.
5. Cleared openings created as part of construction activities authorized under this permit must be effectively stabilized and revegetated.
6. All imported fill material must be free of hazardous or toxic materials and must not contain debris, trash, or rubbish.
7. Upon completion of the authorized structures within the terms of this permit, any existing structures to be removed from the lot and other construction debris must be disposed of in a proper manner, in compliance with applicable state and federal solid waste laws and rules.
8. Soil disturbance must not occur when the ground is frozen or saturated.
9. Topsoil must not be removed from the site except for that necessary for construction activities authorized in this permit. Topsoil must be stockpiled at least 100 feet from any water body.
10. Temporary and permanent sedimentation control measures must be implemented to effectively stabilize all areas of disturbed soil and to catch sediment from runoff water before it leaves the construction site so that sediment does not enter water bodies, drainage systems, water crossings, wetlands or adjacent properties. Once in place, such measures shall be maintained to ensure proper functioning. Effective, temporary stabilization of all disturbed and stockpiled soil must be completed at the end of each work day.
11. All temporary sedimentation and erosion control devices must be removed after construction activity has ceased and a cover of healthy vegetation has established itself or other appropriate permanent control measures have been effectively implemented. Permanent soil stabilization shall be completed within one week of inactivity or completion of construction.
12. All exterior lighting must be located and installed so as to illuminate only the target area to the extent possible. Exterior lighting must not produce a strong, dazzling light or reflection beyond lot lines onto neighboring properties, water bodies, or roadway so as to impair driver vision or to create nuisance conditions.
13. The scenic character and healthful condition of the area covered under this permit must be maintained. The area must be kept free of litter, trash, junk cars and other vehicles, and any other materials that may constitute a hazardous or nuisance condition.
14. If the permittee holds interest in this parcel of land via a sales contract or other binding agreement, the permittee shall submit a copy of the deed transferring title of this parcel to the Commission upon final execution of such deed.
15. Once construction is complete, the permittee shall submit a self-certification form, notifying the Commission that all conditions of approval of this permit have been met. The permittee shall submit all information requested by the Commission demonstrating compliance with the terms of this permit.
16. All conditions of previously issued Commission permits shall remain in effect, except as specifically modified by this permit. For parcels that are part of a Commission-approved subdivision, all conditions of the subdivision permit as they pertain to the permittee's parcel shall remain in effect.

**This permit is approved only upon the above stated conditions and remains valid only if the permittee complies with all of these conditions. Any person aggrieved by this decision of the staff may, within 30 days, request that the Commission review the decision.**

# REQUIRED FEES AND EXHIBITS

## All first-time building permit applications must include:

- ☐ Application Fee: \$75.00
- ☐ Exhibit A: Location Map
- ☐ Exhibit B: Deed, Lease Sales Contract
- ☐ Exhibit C: Photographs
- ☐ Exhibit D: Site Plan

## Some applications will also need to include:

- ☐ Exhibit E: Sewage Disposal



*Applications to amend a previously issued building permit may not need to include Exhibits A, B, or C if these items are already on file with LURC. If you are unsure about what to submit with your application, contact the LURC office that serves your area.*

**APPLICATION FEE** (nonrefundable). Submit a check or money order for \$75.00 payable to "Treasurer, State of Maine".

**EXHIBIT A: LOCATION MAP.** Submit a LURC Land Use Guidance Map or another equivalent map (such as a U.S.G.S. topographic map or a tax parcel map) on which you have clearly marked the boundaries of your property.

**EXHIBIT B: DEED, LEASE OR SALES CONTRACT.** Submit complete, signed copies of all deeds or leases that demonstrate the applicant's right, title or interest in all of the land addressed in this application. Or submit a current binding option to purchase all necessary interest in the land, or a similar contractual agreement that establishes terms for future title and provides a description of the property. If you are submitting a contractual agreement, you must also submit complete, signed copies of all deeds or leases that demonstrate the current land owners right, title or interest in all of the land addressed in this application.



*If you are leasing your property, read your lease carefully and contact the lessor before submitting this application to LURC. You may need to get written permission from the lessor for your proposal first.*

**EXHIBIT C: SITE PHOTOGRAPHS.** Attach a series of photographs taken within the past two years that show the features and structures on your property as they currently exist. Mount the photos on 8½ x 11" paper and include an explanatory caption and date for each photo. Please note, your photos cannot be returned.

**EXHIBIT D: SITE PLAN.** Prepare a bird's-eye view site plan that shows your entire property. Draw the plan to scale on an 8½ x 11" sheet of paper or on the attached grid paper. Do not use colors as they do not photocopy. Refer to the site plan on the next page as an example. Include the following features:

- ☐ Property boundary lines and dimensions (including road and water frontage).
- ☐ Wooded areas, open fields, rivers, streams, lakes, ponds, wetlands, and other natural features.
- ☐ Existing and proposed structures and features (including dwellings, garages, decks, walkways, driveways, parking areas, signs, etc.):
  - Identify the distances of each structure from the nearest property line, road, lake, pond, river, stream and wetland.
  - Mark all existing structures that will be expanded, reconstructed, removed, relocated or otherwise altered.
- ☐ Areas that are or will be stripped, graded, grubbed, filled, or otherwise result in soil exposure, and their dimensions.
- ☐ Areas that are or will be cleared of vegetation, and their dimensions.
- ☐ Proposed erosion, sedimentation and drainage control measures (hay bales, silt fencing, level spreaders, culverts, water bars, etc.)

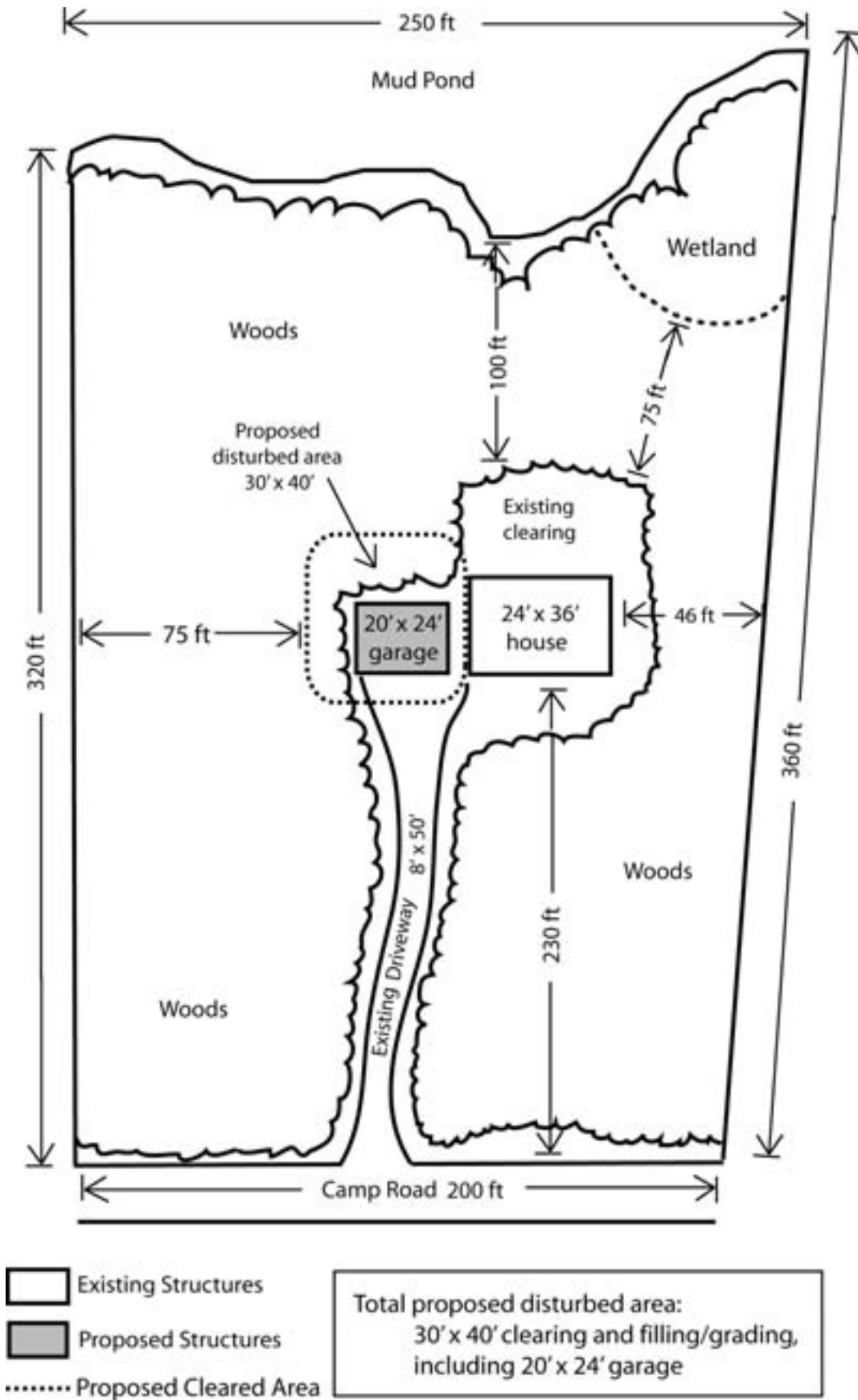
If you are proposing many changes to your property, submit two site plans – one showing the existing lot layout and one showing the proposed layout.

**EXHIBIT E: SEWAGE DISPOSAL.** If any of your proposed new or altered structures have or will include bedrooms, bathrooms, plumbing or water fixtures, or otherwise generate waste water, you must contact a licensed site evaluator, your Local Plumbing Inspector or the Division of Health Engineering to ensure that your development complies with the Maine Plumbing Code. You may need to hire a licensed site evaluator to test the soils on your property, design a sewage disposal system, and complete an HHE-200 form ("Application for Subsurface Waste Water Disposal"). If so, you must submit a signed HHE-200 form with this application.



*For information about the Maine Plumbing Code, to obtain contact information for your Local Plumbing Inspector, or to get a list of licensed site evaluators, call the Division of Health Engineering at (207) 287-5338 or visit their web site: [www.maine.gov/dhs/eng/plumb](http://www.maine.gov/dhs/eng/plumb).*

# SAMPLE SITE PLAN











# DIMENSIONAL REQUIREMENTS

*for conforming residential structures and uses*

The Commission's rules establish dimensional requirements for all lots on which structural development is proposed. The following chart summarizes these requirements. For complete details about the Commission's dimensional requirements, refer to Section 10.26 of the Commission's Land Use Districts and Standards.

## MINIMUM LOT SIZE

For single-family residential structures served by an on-site subsurface waste water disposal system	40,000 square feet per dwelling unit
For single-family residential structures served by a common or community sewer	20,000 square feet per dwelling unit

## MINIMUM FRONTAGE

### Waters

Great ponds and rivers draining 50 square miles or more	200 feet per dwelling unit
Tidal waters, ponds less than 10 acres, rivers draining less than 50 square miles, and P-WL1 wetlands	150 feet per dwelling unit

### Roads

For lots with frontage on any privately or publicly owned road	100 feet per dwelling unit
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*Note: The road frontage requirement does not apply to lots located at the end of a road or on a circular turnaround with an outside diameter of less than 25 feet.*

## MINIMUM SETBACKS

### Waters

Great ponds and rivers draining 50 square miles or more	100 feet
Tidal waters, ponds less than 10 acres, rivers draining less than 50 square miles, and P-WL1 wetlands	75 feet

### Roads

Traveled portion of selected state routes: Routes 1, 2, 2A, 4, 9, 27, 163, 201, Route 161 from Caribou to Fort Kent, Route 157 in TA R7 WELS, and Route 6 in Orneville Twp.	75 feet
Traveled portion of roads on coastal islands	20 feet
Traveled portion of all other roads	50 feet

### Property lines

Side and rear property lines	15 feet
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## MAXIMUM LOT COVERAGE

Total for all structures, including driveways, sidewalks, parking lots, and other impervious surfaces	30%
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## MAXIMUM BUILDING HEIGHT

Between 100 to 500 feet of a great pond	30 feet
Beyond 500 feet of a great pond	75 feet